

Date

From: Commanding Officer, (Command Name)
To: Commander, Navy Personnel Command (PERS-833) (AC and FTS)
Via: First Flag in Chain of Command (AC and FTS)
To: Commander, Navy Reserve Forces Command (N1) (SELRES and VTU)
Via: Echelon IV Commander (SELRES and VTU)

Subj: REQUEST FOR OPERATIONAL WAIVER BEYOND 1 SEPTEMBER 2015 ICO
(RATE/MEMBER'S NAME)

1. On (date), (RATE/member's name) was notified of non-continuation beyond 1 September 2015. Request he/she remain in an active status until (date not to exceed 1 December 2015) based on the following operational criteria: (state criteria that command cannot meet affecting its operational mission if member is not retained beyond 1 September 2015). Furthermore, both the command and member understand that if this waiver is approved, this period of extension shall not be served in a separation leave or permissive temporary duty (PTDY) status.

2. Point of contact regarding this matter is (name, e-mail, phone number).

CO'S SIGNATURE

Date

I acknowledge Commanding Officer, (command name) has requested that I remain in an active status beyond 1 September 2015 until (date) based on operational reasons and if approved by Commander, Navy Personnel Command, (AC and FTS)/Commander, Navy Reserve Forces Command (SELRES and VTU), I agree to remain in an active status until (date). I further understand that if this waiver is approved, separation leave or PTDY shall not be performed during this period of extension.

MEMBER'S SIGNATURE